To: Returning Summer Food Service Program (SFSP) Sponsors

Subject: SFS-19-63 Summer Food Service Program (SFSP) – 2019 Online Application

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This memo is to notify returning sponsors that the
2019 Summer Food Service Program (SFSP) Online Application is now **open**.
Please access the Child Nutrition Program (CNP) website at the following link to access the
current program year's application (log-in required): http://cnp.doe.louisiana.gov .

Individuals who are authorized to complete online forms for their sponsoring organization may log-in to gain access to the 2019 Sponsor- and Facility-level applications.

As discussed at all 2019 SFSP Training Sessions hosted in February and March 2019, please be reminded of the following items, all of which are effective program year (PY) 2019.

SFSP PROGRAM CHANGES/ WAIVER OPTION:

- SFSP Memoranda Rescission Memo, posted to the CNP website as memo SFS 19-09. Click here to access this memo.
- Questions and Answers – Rescission of Nationwide Waivers in the SFSP, posted to the CNP website as memo SFS 19-35. Click here to access this memo.
- Any sponsor wishing to request a waiver in any of the (four) areas addressed in the above memos may do so by completing the Waiver Request Template, found here , in full. Submission instructions can be found on page 2 of this waiver template.

PRIOR TO ACCESSING THE 2019 SPONSOR AND/OR FACILITY-LEVEL ONLINE APPLICATION(S):

- Sponsor users must first complete all three (3) phases of the "Requirements Tab" to include the: 1) CNP Permanent Agreement Acknowledgement, 2) SFSP Agreement, and 3) SAMGOV Verification. This process must be completed annually when sponsors first access their online SFSP Application.
- The state agency (SA) only authorizes the Head of the Organization/Superintendent and the Authorized Representative designated by the organization to complete the "Requirements" feature. If the sponsor wishes for other users to have this access, it must assign these rights/create the associated accounts.

SPONSOR-LEVEL APPLICATION CHANGES:

- On account of the changes to Program Monitoring/Oversight, page three (3) of the online Sponsor-Level application has been slightly revised. Additionally, if any issues/errors (i.e. required missing information) exist on any given page of the Sponsor-level application, a feature has been added

to the bottom of the screen that will point the user to any/all issues that currently exist in the application. Here is an example:

Issues
Description
Contact [First Name] is Required. [Error(10100)]
Contact [Last Name] is Required. [Error(10200)]

FACILITY-LEVEL APPLICATION[S] CHANGES:

- On page 1 of each facility-level application, sponsors will see that the "Site Type" default is *Open Site Using School Data*. If any sponsor wishes to operate a site type other than an "open" site, please indicate this in the sponsor comments located at the bottom of page 1. To clarify, please state both a) the site type that you wish to utilize at this facility and b) how/why the site qualifies for an alternate site type. State staff will review each request and will have the ability to override the site type displayed based on the comment(s) provided by sponsors.
- Also on page 1, sponsors will notice that the "Health Inspections" portion of the application has underwent some change. The website will not allow a future date of inspection to be submitted. Please provide only dates of inspection that have recently occurred for the facility.
- On page 3 of each facility-level application, non-School Food Authority (SFA) sponsors will be defaulted to the SFSP Meal Pattern without the option to select "yes" for use of Offer verses Serve (OVS). SFA-sponsors will have the option to select either meal pattern (NSLP Food Pattern or SFSP Meal Pattern), with OVS being an option only for the NSLP Meal Pattern.
- As mentioned with the sponsor-level application, if any issues/errors (i.e. required missing information) exist on any given page of the Facility-level application, the user will be notified.

SUBMISSION OF APPLICATIONS:

- Any errors that still remain at the time of submission will display in the final "submit applications" screen. If errors exist in any given application, sponsors will <u>not</u> be able to **INCLUDE** the application in its submission. Below is an example of a facility application that has been included in the submission screen:

3. Included
Applications List
ZZZ Elementary School [Site Application] Rev0, Unsubmitted ✔

Please contact LA Department of Education, Division of Nutrition Support, by phone (225-342-9661) or email (shanna.legier@la.gov) should you have any questions regarding the 2019 SFSP Online Application.